



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 18.4

Subject: Receiving and Documentation of New Youth

Supersedes: DCS 18.4, 01/01/04

Local Policy: No

Local Procedures: Yes

Training Required: No

Applicable Practice Model Standard(s): Yes

Approved by:

A handwritten signature in cursive script, appearing to read "Paula P. Miller", is written over a light blue horizontal line.

Effective date: 06/01/98

Revised date: 04/01/05

Application

To All Department of Children's Services Youth Development Center and DCS Group Home Employees

Authority: TCA 37-5-106

Policy

All youth entering the legal and physical custody of the Tennessee Department of Children's Services shall be properly identified and received; no youth shall be accepted into DCS facilities without appropriate Court documents authorizing their legal and physical custody.

Procedures

A. Local documentation

1. Face sheet

- a) When a youth is delivered to a youth development center, observation and assessment center, or DCS group home operated by DCS, the YDC superintendent or DCS group home supervisor must designate a person(s) to be responsible for completing form CS-0060, *Face Sheet* no later than four (4) hours after admission.
- b) Staff must file the original face sheet in the youth's case file.

2. Photograph

Upon entry into the facility, a designated staff must take a photograph of the youth and place it in the youth's case file no later than four (4) hours after arrival.

3. Count

When a youth is received at a facility, staff must add the youth to the assigned and/or in-house counts of the receiving facility.

B. Commitment order

1. Current Court order

Receiving personnel must determine that the current commitment order has accompanied the youth and review it for completeness and accuracy.

2. Validity of commitment

If there is a question concerning the validity of any commitment order, staff must contact the Executive Director of Juvenile Justice, prior to the facility staff refusing to accept the youth.

C. Minimum age

Staff must not accept a juvenile under the age of thirteen (13) at a DCS Youth Development Center or DCS Group Home without the written approval of the Commissioner of Children's Services.

D. Local procedures

Each YDC and DCS Group Home must develop and implement procedures for the following in receiving new youth:

1. Determination that the juvenile is legally committed to the Department;
2. Complete search of the juvenile and possessions;
3. Disposition of Personal Property - Form *CS-0162, Personal Property Inventory*
4. Shower and hair care, if necessary;
5. Issue of clean, laundered clothing and laundering and disinfecting youth's personal clothing;
6. Issuance of personal hygiene articles;

7. Medical, Dental, and Mental Health Screening;
8. Assignment to a housing unit, if appropriate;
9. Recording of basic personal data and information to be used for mail and visiting lists and *Face Sheet*;
10. Assisting the youth in notifying their families of their admission and procedures for mail and visiting;
11. Provision of written orientation materials (including a youth handbook) and/or translations in their own language. When a literacy problem exists, the staff member shall assist the youth in understanding the material.
12. Discussing facility goals, services, rules and possible disciplinary actions with the youth.
13. Familiarize youth with fire and emergency evacuation procedures.

F. Documentation Documentation of orientation of youth shall be noted on form *CS-0176, Orientation Checklist*

Forms

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|---------|-----------------------------|
| CS-0060 | Face sheet |
| CS-0162 | Personal Property Inventory |
| CS-0176 | Orientation Checklist |

Collateral Documents

None

Standards

ACA 3-JTS-5A-01
ACA 3-JTS-5A-04
ACA 3-JCRF-4B-07
ACA 3-JCRF-5A-07
ACA 3-JCRF-5A-13
DCS Practice Model Standard - 2-109B

DCS Practice Model Standard- 8-306

DCS Practice Model Standard – 11-310B

DCS Practice Model Standard – 11-311B

DCS Practice Model Standard – 11-312B

DCS Practice Model Standard – 11-313B

DCS Practice Model Standard – 11-314B